

JOB ANNOUNCEMENT

Session Legislative Assistant

**Washington State House of Representatives
Office of Program Research**

POSITION

The Washington State House of Representatives is seeking candidates for the TEMPORARY position of SESSION COMMITTEE LEGISLATIVE ASSISTANT. The persons selected to fill these positions will provide clerical and administrative support to the House research staff and the committees of the House of Representatives. Principal duties include: coordinate and record committee meetings; prepare official committee records; track the progress of bills; word processing; provide information to legislators, staff, lobbyists, media, and the general public; and respond to and screen phone calls.

DESIRABLE QUALIFICATIONS

The ideal candidate must be skilled in clerical and administrative procedures; have the ability to use good judgment and maintain confidentiality; be proficient with Word, Microsoft Outlook 2007, and Internet Explorer; and have a basic understanding of state government and the functions and organization of the Legislature.

DATES/HOURS

Full-time, temporary, with some evening and weekend work. Approximately the end of December 2013 through the middle of March 2014.

APPLICATION PROCESS

Screening and selection may occur prior to the application deadline. Please send a cover letter and resume by October 18, 2013 to director.opr@leg.wa.gov or the following address:

Staff Director
Office of Program Research
John L. O'Brien Building
P.O. Box 40600
Olympia, WA 98504-0600

The Washington State House of Representatives is an equal opportunity employer. Persons with disabilities needing assistance in the application process, or needing this job announcement in an alternative format, should call (360) 786-7101 or TDD: 1-800-833-6388.